

FRANKFORT EXAMINATION SCHEDULE AND TESTING SITES

Examination Sites

Examinations are given daily at the Agent Licensing Division's offices in Frankfort at 8:30 a.m., 9:30 a.m., 10:30 a.m., and 11:30 a.m. **All applicants must have a scheduled appointment to sit for the examination(s).** Walk-ins are not accepted. Once you have verified your eligibility for testing you may schedule your examination online. Click on eServices in upper right-hand corner of the home page, set up user name and password and click "First time here" to set up personal password-protected account and access examinations by clicking "examination scheduling."

Frankfort: Office of Insurance, Division of Agent Licensing, 909 Leawood Drive, Frankfort, KY 40601; 502-564-6004; <http://doi.ppr.ky.gov/kentucky/leawood.asp>

In addition to Frankfort, the Office offers exams at 10 regional locations through an agreement with the Kentucky Community and Technical College System (KCTCS). The examinations are offered at the regional sites listed below. Please note the dates and times they are available. **Online exams are given every Tuesday at Bowling Green, Covington, Lexington and Louisville.** Results are provided to the examinee on completion of the exam. All licenses are mailed to new licensees from the Kentucky Office of Insurance. All other locations provide a paper exam and results are available through eServices login within 48 hours of exam date.

- **Bowling Green – online every Tuesday – 10:00 a.m. and 12:30 p.m.:** Bowling Green Technical College, Building A – Room 1, 1845 Loop Drive, Bowling Green, KY 42101; 270-901-1037;
- **Covington – online every Tuesday – 10:00 a.m. and 2:00 p.m. also Thursday 10:00 a.m. and 2:00 p.m.:** Gateway Community College, 1025 Amsterdam Road, Covington, KY 41011; 859-442-1159.
- **Lexington – online every Tuesday – 2:00 p.m.:** Central Kentucky Technical College, Assessment Center Suite 110-N, 308 Vo-Tech Road, Lexington, KY 40511; 859-246-2400 x2242;
- **Louisville – online every Tuesday – 10:00 a.m. and 1:30 p.m.:** Jefferson Community College, Broadway Building, First Floor, First and Broadway Streets, Louisville, KY 40202; 502-213-2504
- **Maysville – paper exam every 2nd and 4th Tuesday – 10:00 a.m.:** Maysville Community and Technical College, 1755 US 68, Room T111, Maysville, KY 41056; 606-759-7141 x66116 or x66120. Parking is available in Lot C;
- **Middlesboro – paper exam every 2nd and 4th Tuesday – 10:00 a.m.:** Cumberland Valley Technical College, Room 237, Technical Building, 1300 Chichester Ave., Middlesboro, KY 40965; 606-242-2145 x2064
- **Owensboro –online each Tuesday – 10:00 a.m.:** Owensboro Technical College, 1501 Frederica Street, Owensboro, KY 42301; 270-686-4456;
- **Paducah – online each Tuesday – 10:00 a.m.:** Western Kentucky Community and Technical College, 4810 Alben Barkley Dr, Nemer Building, Room 119W, Paducah, KY 42001; 270-534-3339;
- **Prestonsburg – paper exam every 2nd and 4th Tuesday – 10:00 a.m.:** Big Sandy Community College, Community Center for Lifelong Learning-Room 153 One Bert T. Combs Drive, Prestonsburg, KY 41653; 606-886-3863 x228
- **Whitesburg – paper exam every 2nd and 4th Tuesday – 10:00 a.m.:** Southeast Community College, Conference Room, 201 Long Ave., Whitesburg, KY 41858; 606-633-0279 x2025

All applicants need to bring an official photo ID and a copy of the photo ID when they report to take the exam.

About Exam Results

At the Frankfort location, the examinations are computerized and graded upon completion. Applicants who successfully pass the exam will be issued a license if they have provided proof of financial responsibility. Applicants who do not pass the examination may pay on site the \$50.00 retake fee and reschedule another examination.

The examinations at the Bowling Green, Covington, Lexington and Louisville locations are computerized and graded upon completion as well. However, upon activating the license, the paper license certificate is mailed from the Frankfort office. Applicants who do not pass the examination may pay the \$50 retake fee and reschedule another examination online by using eServices (see below).

At all other regional locations a paper examination will be given. The answer sheet will be scanned in and graded at the Frankfort location within 48 hours of exam date. Detailed exam results are available through eServices. If the applicant successfully passes the examination, a license will be mailed and a date will be displayed immediately on the agent's record on the Office's Web site. If the applicant fails the examination they will be able to reschedule exams online through eServices, or mail in payment for the retake by using Form 8304.

eServices

Applicants may access their detailed exam results upon completion of grading by logging into their secured site using eServices at: <https://doi.ppr.ky.gov/kentucky/secured/> Options for paying and re-scheduling examinations are also provided on eServices. All licenses for regional testers are mailed from the Frankfort office.

Application and Exam Scheduling

All applications will continue to be processed by the Agent Licensing Division. You must submit your application, receive approvals, and schedule your exam through the Office. The regional sites will only proctor the examinations. All questions and concerns should be directed to the Agent Licensing Division (502) 564-6004 or e-mail KOIAgentLicensingMail@ky.gov

In order to schedule an examination at the Frankfort location or any of the regional locations, the applicant must provide the following:

- Complete license application (Form 8301)
- Certificate of Pre-Licensing Course Completion (Form CPL-01)
- Examination fee - \$50.00 per examination (if applicable), \$40 producer fee, \$40.00 per line of authority, \$40.00 per insurer appointment (if applicable) – Fees are non-refundable
- Background Check from Administrative Office of the Courts - use Form 8301-BGC, as directed, to apply
- Proof of Financial Responsibility (if you wish to receive license upon successful completion of the appropriate examination(s)).

After Agent Licensing has received and processed the application, with all attachments, the applicant will receive a notice to report for the examination(s). The applicant must call and schedule his/her appointment at (502) 564-6004, or schedule online by using eServices. **Any applicant who fails to report for a scheduled date and time will forfeit the \$50.00 fee for the examination.** A retake form with the \$50.00 fee must be submitted, or provided online by using eServices, prior to a new test date being scheduled. An applicant may not test more than three (3) times within 120 days, including retakes for failures. There is an examination fee of \$50.00 for each scheduled retake of an examination.

Please note that the consultant exam is given four times each year. Additional consultant information is available on the Web site: <http://doi.ppr.ky.gov/kentucky>